



Minutes

ACADEMY COUNCIL MEETING OF CYPRESS PRIMARY SCHOOL

Wednesday, 18th of July 2018 at 7:00 pm at Community Room, Cypress Primary School, lower site

Name	Position	Status
Marsha Douglas	Parent / Chair	Present
Richard Steele	Co-opted / Vice Chair	Apologies
Andre Luck	Co-opted	Apologies
Alex Toogood	Co-opted	Present
Louise Shadbolt	Co-opted	Present
Nadine Anderson	Co-opted	Apologies
Beverly Nutter	Parent	Present
Eunice O'Dame	Parent	Present
Anna Hart	HoS Lower	Present
Georgia Buchan	HoS Upper	Present
Ailsa Chapman	DHoS / Observer	Present
Nikki Carpenter	DHoS / Observer	Present
Jolyon Roberts	EHT / CEO	Present
Lynne Sampson	EHT	Present
Richard Hill	Vice Chair of the Trust	Present
Taryn Mclelland	School Inclusion Manager	Present

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence Apologies for absence were received from AL, RS and NA and these were consented.	
2.	Confirmation of quorum	

	The meeting was declared quorate.	
3.	<p>Declaration of any conflict of interest with items on the agenda and changes to register of interests</p> <p>There were no conflicts of interest declared and no amendments made to the register.</p>	
4.	<p>Council membership changes</p> <p>Both EO'D and MD's terms of office are due to expire. Both have expressed a desire to stay on. The next steps need to be clarified in terms of how to ensure that council meets the requirements of its constitution.</p> <p>ACTION: Next steps to be clarified after the meeting and proposal put together for the joint meeting in September 2018.</p>	060
	Strategic Leadership	
5.	<p>Minutes of the previous meeting (9th of May 2018)</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</p>	
6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p><u>Matters arising</u></p> <p>One of the absent MACs had requested an update on the “clear and consistent direction of teaching” discussed at the previous meeting. This was one of the reasons that the new phonics teaching was considered to be an improvement. PAT are continuing to ensure that everyone knows the Pegasus way of teaching and is rolling out pedagogy through online videos and demonstration lessons.</p> <p><i>MACs asked for a list of the top five items they should be looking for when they come into school on a visit. These were described as:</i></p> <ul style="list-style-type: none"> • Reduction in teacher talk • Questioning • Modelling • Pace of lesson • Flexible grouping <p>An update was requested on whether the Trust were considering taking up the SIMS Parent Lite app. This is not envisaged at present. In response to a further question, it was confirmed that privacy notices are published online in the policy section of the website.</p> <p><u>Action Log</u></p>	

	<p>Item 052: Due to the upcoming restructuring, the Chair was advised that this request could not be facilitated across the Trust at present. The Inclusion Manager described the present process for SALT provision. She stated that she did not believe that administration time was disproportionate in the service provided.</p> <p>At this point, the MACs discussed the funding situation at CYP and the resulting cuts that will have to take place in the new academic year. <i>MACs were keen to try to mitigate the effects in order to avoid impacting the school</i>, however they were advised that this would not be possible due to the scale of the funding reduction.</p> <p><i>MACs noted their concern that children would miss out on vital support.</i> It was explained that, if children have SALT as part of their EHCP, it would continue. In other schools, the HoS are thinking creatively and having two or three children to one TA for intervention time.</p> <p>Overall the number of TAs will be reduced and TAs are being encouraged to think about their work in terms of a particular year or even the whole school as opposed to just one class. It was noted that some TAs are reacting very positively to the changes.</p> <p>The Executive Principal (EP) explained that they would be writing to the parents in September to explain the current situation and will be sure to explain that it is not because of PAT policy, but due to cuts in funding. He said that he has never seen a year like it; the Trust have gone from a balanced budget to being significant over-budget in one year.</p> <p>There was a further caution that the teachers' pay award was as yet unknown and if the increase is more than 2%, further cuts will be required.</p> <p><i>A MAC asked whether the Trust had considered asking parents to make a contribution as many other schools had already done.</i> The EPs agreed that this was a potential option to discuss with directors. However while this may be received positively in CYP, it was unlikely to be helpful elsewhere in the Trust. The money raised cannot be used to cover ordinary spending, it is more for enrichment activities.</p> <p>MACs said that they believed parents would be receptive at CYP. They suggested giving parents the option to pay for their child's music lessons and to sponsor another child who cannot afford it. This will be raised at a Comms meeting in order to test the waters.</p> <p>Item 054: Completed and closed. Item 056: Pending til the autumn term Item 057: Completed and closed. Item 058: Completed and closed. Item 059: Completed and closed.</p>	
	Accountability	
7.	<p>Head of School's report</p> <p><u>Inclusion Manager's report</u></p>	

It was explained that the HoS, EP and IM had worked together on this report and the EP thanked Taryn for her hard work.

The IM explained that there were five focus areas this term and for next year and these were detailed in the report. The IM explained that she had worked with the SENCo at EPS to create a **tracking system** for all children with an EHCP and those who were "school-identified".

The teachers at the meeting agreed that the new **pupil passports** in use were very clear and helpful. They are more user friendly and have been well received by everyone.

Deadlines will be an increased focus next year and support will be offered to those who need it to meet those deadlines.

Interventions will be tracked in order to monitor their impact. Some interventions can be difficult to quantify such as those that target social skills but they will be demonstrated in the pupil passports where possible. Progress in SALT is best seen by teachers so their input will be entered into the passport too.

A MAC asked whether the improvement for other parties is also tracked, such as less disruption in the class, improvement in class environment and so on and it was explained that it was.

MACs reviewed a Reading Recovery case study and heard the benefits of the programme. They also discussed the **reading project** at WH and potential comparisons between the different schemes. *MACs asked how PAT would evaluate the benefits and outcomes of each program.* MACs agreed to discuss the reading project out of the MAC meeting to ensure that proper focus is maintained.

Provision mapping is in place for PPG children and the funding. Teachers have been asked to take on more responsibility in terms of completing the provision maps, which contain every additional resource provided to a class. These provision maps ensure that teachers are aware of what is being provided and can describe this fully at pupil progress meetings.

EHCP provisions were discussed across both sites. The IM registered her frustration that two applications in Year 5 were refused even though the Chief Educational Psychologist at the Borough had helped to put them together.

A MAC asked how long the applications take. The IM explained that they normally hear back up to six weeks after submission and they take twenty weeks to finalise.

The EP commented that BINF had received four agreed plans and had four in progress and wondered why CYP had so few submissions. The IM said that she may have responded to advice and the push back from the LA to not submit plans but will review in the new academic year and try again. The HoS said that she could think of three children in the Upper School who could potentially benefit.

MACs agreed that the timescales were too long as it meant that children could be missing out on interventions that they needed to support their learning.

The EP explained that the LA has advanced plans to create a new fund, similar to the old "behaviour improvement project" where schools could be funded in clusters of three or four with an amount of £250K with the aim of reducing the requirement for EHCPs. The Trust will look at the success criteria to see if it would be a possibility. MACs agreed the funding would be very helpful as it could also assist children who have behavioural issues that are not covered by EHCPs.

061

ACTION: Add funding project to next CYP agenda to review progress.

The IM explained that the new behaviour management strategy of using "**broken down**" **sunshine cards** is having a positive impact. It has helped children see their successes and desire more of them.

The new **Behaviour Plan** for the Upper School was described for MACS, where the children have an individual behaviour management plan with their triggers, reactions and behaviour set out. These are agreed with the children and their parents and it was very successful with one children in Year 4 last year.

A coffee morning was suggested and the MAC responsible for inclusion said she would like to attend.

8:45 pm Taryn left the meeting.

Head of School report

It was commented that the numbers in Year 2 were low, but the EPs said that it was the same across all schools in the Trust. It was confirmed that the migration reports are submitted as required. MACs asked if there was any possibility of numbers increasing next year to avoid the drain on resources but it was agreed that unless families move into the area it would be difficult to increase numbers.

It was also noted that this was the first time there have been spaces available in nursery after offers have been made. However the spaces have been marketed to school parents and there has been more take-up.

Phonics Screening Check

MACs agreed the results were disappointing. The HoS explained that some children who normally performed quite well did not pass the actual test. The school felt this was due to nerves and suggested that the tests had been over-intellectualised. MACs agreed that next year would be the real test as the children would have had a full year of the new phonics teaching method.

KS2 results

The combined figure was 67% which was above last year's national and 10% above last year's result. Disadvantaged pupils combining at greater depth was 6%, with potential to increase to 9% due to a re-mark. Last year this figure was zero.

The atmosphere in the school appears to have improved since the results were received. The school link advisor came to visit and was very happy with the improvements in the school. MACs congratulated all for their hard work.

The impact of PE work is being seen through up-skilled teachers and lunchtime games which have helped to improve behaviour at lunchtime. The TAs have really got on board with the games and are engaging with the children really well. Some children are even able to self-referee. The teachers are reporting that the children are settling better after lunchtime. A MAC asked whether there is a similar lunchtime programme at the lower school; it was explained that it was less structured there.

The DHoS described the use of Lexia in the Upper School and how successful it had been. The outcomes of the program are measured by Lexia but were also tested using the Suffolk reading tests too. Children using the program made normal progress for a child their age, but these children would not previously have been expected to make that amount of progress without the intervention.

The teachers have noticed an improvement in the children who use Lexia and the children themselves are very positive about it too. Progress can be seen in reading, writing and maths as the curriculum becomes easier to access.

Action points from the program include helping children to access the program at times other than when they are scheduled to use it and providing adult intervention during those times when the program might create some frustration.

Maths Catch-up was explained for the MACs with the good progress and outcomes detailed in the HoS report. Number ages on the re-test come out quite high and it has been demonstrated that 54% of children have made accelerated progress and are now on track. Improvements have been significant in terms of KS2 maths achievement with a 13% increase over last year's figures. The HoS explained that Maths Mastery in Year 3 will not be used going forward.

KS1 SATs

It was noted that targets have not been met, especially Greater Depth Writing. However it was highlighted that the results are an improvement over last year in some areas. The results will be analysed in more detail at the autumn term meeting.

ACTION: MACs were asked to familiarise themselves with the complaints policy.

062

MACs were pleased to see the results of the parental questionnaire and suggested that they should be publicised so that parents can see the improvement. It was noted that there had been good individual pieces of feedback received.

MACs commented that the input from the EPs to the Comms group has been very helpful and the group itself allows parents to have their voices heard.

The EPs asked whether there had been any feedback received on the loW trip and were told that there had been lots of talk about it. The consensus was generally that it was a great experience and cheaper than last year.

EO'D left at 9:35pm.

	<p>In response to a question it was confirmed that the staff survey will be done in September or October. One of the MACs commented that there seemed to be a lot of teachers leaving and felt that this was a little sad. She was assured that the EPs are aware of the reasons why most people are leaving and it is not because they dislike working for PAT. MACs suggested that it would be a good idea to tell parents why teachers are leaving as this has been done previously. However the EPs said that this as not possible to do as reasons are private to staff members.</p> <p>The MAC asked for assurances that Blue Class would have a strong teacher in place for Year 2 as the teaching of this class had previously been a concern and she received that assurance.</p> <p>The Year 6 de-bulge is also completed and went smoothly. Class allocations were well received by parents and children.</p>	
8.	<p>Predicted/actual end of year results</p> <p>This item was covered in Section 7.</p>	
9.	<p>Safeguarding Monitoring report / Child Protection issues</p> <p>The updates to KCSIE will happen in September.</p>	
10.	<p>DfE and OFSTED updates</p> <p>There were no updates.</p>	
11.	<p>GDPR update</p> <p>Training is in place and will be provided to MACS at the first AC meeting of the new academic year</p>	
12.	<p>MAC Training & School Visits</p> <p>There was no training this term. MD visited the school to meet with the Heads. Next year's visits to the schools will be set in the joint September meeting. MACs were reminded how important these visits are and that the governance must be good in order to get an outstanding leadership rating, as in some of the other PAT schools.</p> <p>It was important that the profile of MACS be raised in the school; this could be facilitated through MACS attending school events and possibly meeting with the school council.</p>	
	Other	
13.	Correspondence to the Chair	

	There was no correspondence to the Chair.	
14.	Confidential items There were no confidential items discussed.	
15.	Any other business <u>Head of Lower School</u> The HoS at the Infants will be leaving the school at the end of the year. MACs thanked her for her long service at the school (nearly 20 years) and wished her all the best in her next job. The school will be writing to parents tomorrow to explain and an item will also be in the newsletter. <u>Communications group</u> This group is functioning effectively, with no major issues to report.	
16.	Date of next meeting: to be confirmed The dates given in the meeting were noted and would be circulated when they had been agreed. There is a joint MACs business meeting on the 27 th of September at 6:30 pm at Cypress in the Hall.	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 9:55 pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	